



# CONTRACT USER GUIDE



## How to Use the Statewide Contract for Data Cable Products and Services

**Contract #:** ITC54

**Contract Duration:** 8/22/2013 to 8/31/2016

**MMARS #:** ITC54\*

**Options to renew:** One 1-year renewal option

**Contract Manager:** Tim Kennedy 617-720-3107 [tim.kennedy@state.ma.us](mailto:tim.kennedy@state.ma.us)

**This contract contains:** Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)

### Contract Summary

This statewide contract is for the acquisition of Data Cable (low voltage) Products and cable related hardware and services. Vendors on this contract include three bulk cable distributors and 21 value added resellers (VARs).

#### Note relative to E-rate

The Commonwealth has filed FCC Form 470 #294160001135726 on behalf of schools and public libraries of the Commonwealth that intend to seek E-Rate reimbursements for eligible goods and services purchased under this statewide contract. The Funding Year for this Form 470 is 2013 (07/01/2013 – 06/30/2014), however the Form 470 remains valid for the term of the ITC54 statewide contract. Please see the document “Erate Form 470 and SPIN numbers” for a copy of the Form 470 and a list of ITC54 vendors that have SPIN numbers.

#### Note regarding construction

This contract may not be used for projects valued at \$10,000 or more for construction, maintenance, or repairs, for vertical structures subject to MGL c. 149 § 44A; nor for projects valued at greater than \$10,000 for construction, maintenance, or repairs for public works subject to MGL c. 30, 39m.

For the purposes of this statewide contract, prohibited construction activity includes the deployment of conduit within building walls during new building construction or renovation; deployment of conduit between building locations; coring of existing floors or load bearing walls; deployment of telephone poles; deployment of conduit or sleeves between building floors; drilling of riser openings or conduit between floors; or any work that affects the structural integrity of the building. These services must be contracted individually by the Eligible Entity using applicable State laws and regulations.

### Benefits and Cost Savings

- 24 vendors representing 44 leading manufacturer brands
- Volume discounts
- Credit for returned scrap material available from many vendors

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options (All Categories)

### Purchase Options:

Most purchases made through this contract will be outright purchases. Services may be hourly rate or fixed price (such as an annual maintenance contract).

### Seeking multiple quotes:

It is recommended that buyers solicit multiple quotes for purchases under this statewide contract. Buyers are encouraged to solicit quotes from all vendors servicing the Region in which the work is to be performed. See [Using COMMBUYS for ITC54](#). Please note that these recommendations do not override any requirements that your Agency, municipality or other organization has in place. For example, if your organization requires seeking multiple quotes for orders over \$25,000, then you must do so, even if this Contract User Guide states that multiple quotes are “recommended” rather than required. Please check with your organization’s Purchasing group if you are not familiar with the quoting requirements for your organization.

It is not necessary to wait for quotes to be received from all vendors, however the more complex the project, the more time should be allowed for vendors to respond.

It is not necessary to request multiple quotes for maintenance renewals.

Orders placed under this contract should include the following statement: “This order is placed under Statewide Contract ITC54.” In addition it is recommended that the following language be included: “All of the terms and conditions of the Statewide Contract ITC54 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void.”

## Additional Information

The Summary tab of the Vendor Summaries document provides a side-by-side comparison of vendor responses to items of particular interest to the ITC54 Strategic Sourcing Team, such as the Region(s) of the Commonwealth in which the vendors will accept ITC54 engagements, availability of 7x24x365 warranty service at no additional cost, vendors offering to store critical components on-site, vendors offering credit for waste/scrap cable, and prompt payment discounts.

### Regions

Region Descriptions:

- 1 West Region, including Berkshire, Franklin, Hampshire and Hampden Counties;

- 2 Central Region, including Worcester County;
- 3 Northeast Region, including Middlesex and Essex Counties;
- 4 Boston Region, including Suffolk and Norfolk Counties;
- 5 Southeast Region, including Plymouth, Bristol and Barnstable Counties;
- 6 Islands Region, including Dukes and Nantucket Counties.

## Warranties

The minimum product warranties appear in the table below. Note that some vendors offer warranties beyond the required minimums at no additional charge.

Products/Services	Minimum Warranty
Voice/Data Copper Wiring Systems	15 Years
Fiber Optic Wiring Systems	15 Years
Test Equipment	1 Year
Electronic Devices	1 Year
Software	1 Year

## Using COMMBUYS for ITC54

There are several ways that contracts may be structured on COMMBUYS. One way facilitates obtaining quotes from multiple vendors on the contract. This is the “Solicitation enabled Distributor” model in which all the vendors appear on one COMMBUYS MBPO (“Master Blanket Purchase Order” or Statewide Contract).

Another model makes it straightforward to order items from a single bidder. In this model (“Separate Contracts for Each Vendor”), each vendor has their own MPBO.

Because ITC54 involves well defined fairly standard products and services, Buyers are strongly encouraged to seek multiple quotes for most acquisitions using the “Solicitation enabled Distributor” model. However, some orders do not require multiple quotes, such as maintenance or repair projects where vendor familiarity with the installation is a significant factor in the Best Value decision.

For this reason, BOTH models are available for ITC54.

## Obtaining Quotes Using the “Distributor Model”

If you are not familiar with how to post a requisition on COMMBUYS that enables you to request quotes from multiple vendors on a Statewide Contract, download the Job Aid [“How to Create a Department/Statewide Release Requisition \(with Solicitation\)”](#) The following instructions customize that Job Aid.

1. **General tab** (Job Aid Steps 4)
  - a. Select “Release” as the “Requisition Type.”
  - b. Check the “Solicitation Enabled” check box.
  - c. Select “Statewide Contract” as “Type Code.”
2. **Items tab** (Job Aid Step 6)
  - a. Go to the Items tab and select the “Search items” button.
  - b. Click the symbol next to “Advanced Search” to see more search criteria.
  - c. Enter “ITC54” as the “Description” and “Conversion” as the Vendor Name (Note: “Conversion Vendor” is the name used for the record which contains all of the vendors on ITC54.)
  - d. Select “Find it.”
  - e. The “Items” include a placeholder for low voltage data cable that you will customize to your needs later, as well as specific types of services.
  - f. Select the Items you seek.

g. Select “Add to Req and Exit.”

3. **Items tab** (Job Aid Steps 7 and 8)

- You will be returned to the Items tab, where an error message will appear.
- Select “Enter Info” under Catalog Price/Unit Cost
- On the new screen that comes up, enter 1.0 for the Quantity and 1.0 for Catalog Price/Unit Cost.
- Select “Save and Continue.”
- Skip Job Aid Step 7.
- Select Save and Continue

4. **Attachments tab** (Job Aid Step 14)

- Use the “Add file” function to add the document you are using to specify the items on which you wish to obtain a quote, including the cable specifications, the quantity, and details of the installation requirements (including site visit, if applicable), as you would if requesting a quote via email.

Submit the requisition for approval. Once it has been approved, follow the Job Aid “[Create a Bid from an Approved Requisition in COMMBUYS](#).”

**Note:** On the General tab, check “Informal Bid” if you wish to be able to select a response prior to the close date of the Bid. Also, it may be necessary to change the “Purchaser” if the person who should receive the bid is not shown as the “Purchaser.”

## Where to Find Contract Information on COMMBUYS

Each of the vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the line item catalog and in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the [COMMBUYS](#) (www.commbuys.com) website. Click on “Contract & Bid Search” then, select the “Contracts/Blankets” radio button.

- Enter “ITC54” in the Contract/Blanket Description field
- Select “Statewide Contract” from the Type Code pull-down menu
- Click “Find It”

### Vendor List and ITC54 Common Documents

An additional MBPO resulting from the above search includes “ITC54 Statewide Contract Documents and User Guide” in the Description field. This MBPO contains a list of all ITC54 vendors located in the Distributors list on the Vendor tab. Documents common to all ITC54 vendors, including the Contract User Guide, the Request for Response (RFR ITC54) and its amendments, a Vendor Summaries document, the Form 470 for E-rate users, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.

Contract/Blanket #	Description	Vendor Name
PO-14-1080-OSD01-OSD10-00000001069	ITC54	A/Z Corporation
PO-14-1080-OSD01-OSD10-00000001211	ITC54	Anixter
PO-14-1080-OSD01-OSD10-00000001017	ITC54	BOSTON ELECTRIC AND TELEPHONE CORP.
PO-14-1080-OSD01-OSD10-00000001099	ITC54	Broadview Networks Inc.
PO-14-1080-OSD01-OSD10-00000001087	ITC54	Coghlin Electrical Contractors, Inc

Contract/Blanket #	Description	Vendor Name
PO-14-1080-OSD01-OSD10-00000001089	ITC54	Collins Electric
PO-14-1080-OSD01-OSD10-00000001016	ITC54	Comm-Tract Corp
PO-14-1080-OSD01-OSD10-00000001093	ITC54	Communications Supply Corporation
PO-14-1080-OSD01-OSD10-00000001101	ITC54	FTG Technologies
PO-14-1080-OSD01-OSD10-00000001094	ITC54	Graybar Electric Company Inc.
PO-14-1080-OSD01-OSD10-00000001214	ITC54	INNO4 LLC
PO-14-1080-OSD01-OSD10-00000001029	ITC54	Integra Network Services
PO-14-1080-OSD01-OSD10-00000001113	ITC54	Integration Partners Corporation
PO-14-1080-OSD01-OSD10-00000001059	ITC54	INTERCONNECT - Computer Cabling Services, Inc.
PO-14-1080-OSD01-OSD10-00000001117	ITC54	J&M Brown Company, Inc.
PO-14-1080-OSD01-OSD10-00000001368	ITC54	K and M Communications
PO-14-1080-OSD01-OSD10-00000001096	ITC54	LAN-TEL Communications, Inc
PO-14-1080-OSD01-OSD10-00000001092	ITC54	LCN-Division of E.G. Sawyer Co, Inc.
PO-14-1080-OSD01-OSD10-00000001213	ITC54	Maverick Construction Corporation
PO-14-1080-OSD01-OSD10-00000001098	ITC54	MEC Technologies, LLC
PO-14-1080-OSD01-OSD10-00000001110	ITC54	Netversant Solutions III, LLC
PO-14-1080-OSD01-OSD10-00000001018	ITC54	Ockers Company
PO-14-1080-OSD01-OSD10-00000001212	ITC54	Phoenix Communications, Inc.
PO-14-1080-OSD01-OSD10-00000001248	ITC54	Sullivan and McLaughlin
PO-14-1080-OSD01-OSD10-00000001069	ITC54	A/Z Corporation
PO-14-1080-OSD01-OSD10-00000001211	ITC54	Anixter
PO-14-1080-OSD01-OSD10-00000001017	ITC54	BOSTON ELECTRIC AND TELEPHONE CORP.
PO-14-1080-OSD01-OSD10-00000001099	ITC54	Broadview Networks Inc.
PO-14-1080-OSD01-OSD10-00000001087	ITC54	Coghlin Electrical Contractors, Inc
PO-14-1080-OSD01-OSD10-00000001089	ITC54	Collins Electric
PO-14-1080-OSD01-OSD10-00000001016	ITC54	Comm-Tract Corp
PO-14-1080-OSD01-OSD10-00000001093	ITC54	Communications Supply Corporation
PO-14-1080-OSD01-OSD10-00000001101	ITC54	FTG Technologies
PO-14-1080-OSD01-OSD10-00000001094	ITC54	Graybar Electric Company Inc.
PO-15-1080-OSD01-OSD10-00000001995	ITC54 Statewide Contract Documents and User Guide	Conversion Vendor

## Strategic Sourcing Team Members

Name	Organization
Michael Janielis	Criminal History Systems
John Megnia	Massachusetts Convention Center Authority
Silvio Petraglia	Mass DOT